

Fen Ditton Community Primary School/ Marleigh Primary Academy
MINUTES OF LOCAL GOVERNING BODY MEETING
Monday 30th June 2025 at 6.00pm (at MPA)

PRESENT: Emily Thompson (ET) Executive Head
 Rachel Bailham (RB)
 James Burton (JB)
 Xavier Castelino (XC)
 Lindsay Davies (LD)
 Mirriam Ferrer (MF)
 Megha Kishore (MK)
 Ben Roberts (BR)
 Dom Vicinanza (DV) Chair

APOLOGIES: Adam Burns (AB)
 Hanna-Beth Clark (H-BC)
 Dan Horrex (DH) Observer
 Lauren Woods (LW)

IN ATTENDANCE: Mrs Hearn (CH) Executive Deputy Head
 Stuart Hales (SH) Clerk

Item	Action	Resp.
1.	XC to discuss with DH the end of his time as an observer, to decide whether he will become a permanent member of the LGB of step down	XC
1.	XC/DV/ET to consider methods of governor recruitment from Autumn term, to ensure LGB continuity with a number of terms ending in 2026	XC,DV, ET
4.	HB-C to take DBS certificate to FD to allow ET or Mrs Hinton to review it	HB-C
4.	ET to provide update on policy approval process at start of autumn term	ET
4.	Reports from HB-C and MKs governor visits to be distributed	HB-C,MK
4.	MPA safeguarding visit to be completed in Summer 2	LW,All
5.	XC and DV to continue as co-chairs for autumn term 2025 – BR to be co-chair from start of spring term 2026, which was unanimously agreed by governors	-
5.	Format of LGBs in 2025-26 to be agreed at LGB on 16.10.25 (it was suggested non - staff governors could be invited to vote on their preference via WhatsApp)	All
7.	MK to issue report from her governor visit on 27.06.25	MK
8.	DV/ET/XC to consider whether one governor should cover S&I in FD, one governor in MPA, or whether one governor should cover safeguarding across both schools, and 1 inclusion	XC,DV, ET
8.	Governors to consider being linked to one of above areas for 2025-26 – link roles to be agreed at LGB on 16.10.25	All
10.	XC and DV to prepare summer term governor newsletter	XC,DV
10.	Election for one FD parent to take place at start of Autumn term	ET,SH
12.	Governors to inform ET if able to attend INSET day on 01.09.25 (am)	All

No	Description	Resp.																		
1.	<p>Apologies and Quorum and welcome Matthew Blake (trustee)</p> <p>DV welcomed all to the meeting</p> <p>There were apologies from AB, H-BC, DH and LW which were accepted by governors, and the meeting was quorate.</p> <p>Post Meeting Note: XC to discuss with DH the end of his time as an observer, to decide whether he will become a permanent member of the LGB of step down</p> <p>Terms of office dates for governors were confirmed as:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Governor</th> <th>Start date</th> <th>Term of Office End</th> <th>Governor</th> <th>Start date</th> <th>Term of Office End</th> </tr> </thead> <tbody> <tr> <td>Emily Thompson</td> <td>Ex-officio</td> <td>N/A</td> <td>Lindsay Davies</td> <td>19.10.2022</td> <td>18.10.2026</td> </tr> <tr> <td>Rachel Bailham</td> <td>12.11.2023</td> <td>11.11.2027</td> <td>Mirriam Ferrer</td> <td>11.11.2021</td> <td>10.11.2025</td> </tr> </tbody> </table>	Governor	Start date	Term of Office End	Governor	Start date	Term of Office End	Emily Thompson	Ex-officio	N/A	Lindsay Davies	19.10.2022	18.10.2026	Rachel Bailham	12.11.2023	11.11.2027	Mirriam Ferrer	11.11.2021	10.11.2025	XC
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2.	Declarations of interest																									
	There were none for any item on the agenda.																									
3.	Agree LGB minutes of previous meeting – 12th May 2025																									
	The minutes had been circulated in advance of the meeting and were approved by governors. The paper version of the minutes would be signed by the Chair.																									
4.	Matters arising and actions from previous minutes																									
	<p>Item 4 – It was agreed to carry-over the action for HB-C to take her DBS certificate to FD to allow ET or Mrs Hinton to review it. Action: HB-C to take DBS certificate to FD to allow ET or Mrs Hinton to review it</p> <p>Item 4 – SH and ET would confirm the approximate timetable for governors to receive a required policy reading list for 2025-26 in due course.</p> <p>Item 8 – It was agreed to carry-over the action for ET to provide an update on the policy approval process to the start of the autumn term. Action: ET to provide update on policy approval process at start of autumn term</p> <p>Item 9 – ET advised she had met with H-BC during the spring term. It was agreed to carry-over the action for reports from HB-C and MKs governor visits to be distributed. Action: Reports from HB-C and MKs governor visits to be distributed</p> <p>XC arrived at the meeting</p> <p>Item 10 – It was agreed to carry-over the action for LW to complete a safeguarding visit in Summer 2. ET asked if another governor would be able to complete such a visit in LWs place if possible? Action: MPA safeguarding visit to be completed in Summer 2</p> <p>It was agreed all other actions had been completed.</p>	<p>HB-C</p> <p>ET</p> <p>HB-C, MK</p> <p>LW,All</p>																								
5.	Chairs Report																									
	<p>Verbal feedback from;- AGF on 14.05.25 – XC briefly advised of the main topic discussed at the meeting.</p> <p>New governor induction on 16.06.25 – No governor had attended the training.</p> <p>Pupil premium on 24.06.26 – LD advised she had attended the meeting.</p> <p>For Info: AGF 10.07.25</p> <p>Trust matters – There was nothing to report.</p> <p>Agree Co-Chair for 2025-26 – DV advised he would be happy to continue as co-chair for 2025-26 and BR had agreed to also be co-chair to replace XC. As BR was new to the LGB, there would be a ‘hand-over’ between XC and BR during the Autumn term. Action: XC and DV to continue as co-chairs for autumn term 2025 – BR to be co-chair from start of spring term 2026, which was unanimously agreed by governors</p>	-																								

	<p>Agree format of LGBs for 2025-26 (see below) – Governors briefly discussed whether the format of LGBs in 2025-26 should be as Option 1 or 2 as stated on the agenda. Due to some governors sending their apologies and the format of LGBs in the autumn term being the same for either option, it was decided the decision would be taken to the LGB on 16.10.25</p> <p>Action: Format of LGBs in 2025-26 to be agreed at LGB on 16.10.25 (it was suggested non - staff governors could be invited to vote on their preference via WhatsApp)</p> <p>MK arrived at the meeting</p>	All
6.	<p>Headteachers Report Inc safeguarding Update</p>	
	<p>The Headteachers Report was distributed prior to the meeting which ET proceeded to go through in detail;-</p> <p>Executive Summary – ET briefly went through the section and on behalf of the FD PTA, MF thanked staff for their assistance at the recent school fair. Another governor noted the positive support, including from the local community, at a recent pub quiz to raise funds for FD and highlighted the number of parents who had attended the sports day, which had been moved to an alternative date at short notice.</p> <p>Pupil Numbers – ET advised Reception would be full at MPA in September with 30 children. A governor queried the number of children who would start in Reception at FD? ET advised it would be between 10-12, but this was still to be confirmed. A governor queried the level of control schools had with pupil numbers? ET advised if children were not accepted at MPA, she would have conversations with parents as to whether their child could join FD. There would be a piece of work around sharing the positives of FD within the wider community as some children may be better placed in a smaller environment and the trust continued to support FD by its maintenance of the school site. A governor queried if children could also be part of parental tours? ET advised they would be welcome to also attend, and this year there had only been two alternatives dates at MPA and there would be consideration as to how this would best be managed next year.</p> <p>Pupil Outcomes and Progress – A separate document titled ‘LGB – Data End of Year June 2025’ was distributed prior to the meeting and ET proceeded to go through it in detail. A governor noted from the report, SEND children were below their cohort for all stated areas but queried there was no priority to address this? ET advised there would be a priority around this and whilst SEND children did make progress, it would often be from a lower starting point which affected their attainment data. A governor noted at the LGB in January, ET had shared that a parent at FDP had presented some challenging behaviours on site, and queried if there was an update on this? ET advised the parent was being supported and there continued to be poor behaviours between other parents of children at both schools in the community, and children were sometimes copying such behaviours in school. Parents would be signposted to external support but would have to choose whether to participate in it.</p> <p>Strategic Priorities for 2025-26 – A governor queried what did Maslows Hierarchy of Needs refer to? ET advised of its meaning for governors information.</p> <p>Behaviours and Attitudes – ET advised of current attendance data for both schools and compared this to the current national average – there had been two half day suspensions in Summer 1 at FD but none during the summer term at MPA.</p> <p>Safeguarding – ET advised from September the EYFS lead at MPA and an administrator at FD would be trained DSLs to increase the capacity across both schools.</p> <p>Key Risks and Mitigation – ET advised of the current risks to both schools and how these would be addressed at school and trust level. As well as the risks identified in the report, there would be a national SEND review next year. A governor queried if there was an approx. date as to when changes to national frameworks would come into force? ET suggested in terms of Ofsted and the SEND review a date had not been confirmed (FD would likely be inspected in the spring term 2026). For the national</p>	

	<p>curriculum review, it would likely be introduced in the spring or summer term prior to coming into force from the start of 2026-27.</p>											
<p>7.</p>	<p>Progress on 2024-25 AIP (SIP)</p> <p>A separate document titled 'Draft Gov Copy AIP 2024-2025 FDP and MPA' was distributed prior to the meeting and those governors linked to one of the three priorities within it, gave a brief summary of their involvement through 2024-25:-</p> <p>Priority 1 – Strengthen Sense of Belonging – MK briefly went through her visit with ET on 27 June, noting the importance of on-boarding for new staff and parents. Action: MK to issue report from her governor visit on 27.06.25</p> <p>Priority 2 – Improve the Early Education Stages – Two separate documents titled 'EYFS – 28.03.25 (JB)' and 'Improve the Early Education Stages (Link Governor Summary 2024-25)' were distributed prior to the meeting, which JB proceeded to go through. A governor queried the number of reception children at MPA who had also attended the schools nursery? ET advised there would be an aim for all nursery children to join either FD or MPA. Several other local nurseries also fed into Reception and Strictly Education now led the after school provision.</p> <p>Priority 3 – Improve the Writing Learning Journey – In HB-Cs absence, XC advised of three points which she had raised prior to the meeting.</p> <p>ET advised she considered there had been good progress made against each of the three priorities in this year's AIP. The AIP would be referred to the School Improvement Plan (SIP) from next year.</p> <p>Safeguarding – Two separate documents titled 'Safeguarding – 07.06.25 (MF)' and '2024-25 Safeguarding FDP Year Report' were distributed prior to the meeting which MF proceeded to go through. Governors then briefly discussed children's online safety and ways of continuing to engage and educate parents. CH suggested there could be a Pupil Voice focusing on On-line Safety in due course. A governor queried a possible concern with the second case as stated in the safeguarding visit report? ET briefly advised governors on the schools involvement with the family.</p> <p>SEND – LD advised national financial constraints continued to effect the ability of schools to support SEND and progress EHCPs. There had been a play therapy set up for targeted children whilst they waited for formal external assessments and ET noted it was an example of schools being more creative whilst awaiting external support. A governor queried if it would be possible to maintain the same level of support as children moved through the school? ET advised there would continue to be a balance between what schools could offer and need. The schools were also continuing to signpost families to external support and some families would fund such a provision privately. A governor queried if there were any issues with safeguarding and SEND at MPA for ET to highlight? ET advised issues were similar across both schools.</p>	<p>MK</p>										
<p>8.</p>	<p>Initial Plans for 2025-26 AIP</p> <p>From page 2 of the Headteachers Report, ET advised of the three priorities for next year. It was agreed a governor would be linked to each of the three priorities as well as a separate governor for both Safeguarding and Inclusion, to consider both schools:-</p> <table border="1" data-bbox="229 1731 1313 1877"> <thead> <tr> <th>Link Role for 2025-26</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Priority 1 – Intentional Connections</td> <td></td> </tr> <tr> <td>Priority 2 – Curriculum for All</td> <td></td> </tr> <tr> <td>Priority 3 – Identity as a Learner</td> <td></td> </tr> <tr> <td>Two governors covering safeguarding and inclusion</td> <td></td> </tr> </tbody> </table> <p>Governors discussed that the risks and trends are currently similar across both schools for S&I. They also discussed that the inclusion role will next year include Pupil Premium.</p>	Link Role for 2025-26	Governor	Priority 1 – Intentional Connections		Priority 2 – Curriculum for All		Priority 3 – Identity as a Learner		Two governors covering safeguarding and inclusion		
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9.	<p>Policies</p> <p>There were none to approve.</p>	
10.	<p>Governor Matters</p> <p>Governor Newsletter – ET advised there would be a final school newsletter on Friday 18 July to include information about 2025-26 and it was agreed XC and DV would prepare a summer term governor newsletter to be issued at the same time. Action: XC and DV to prepare summer term governor newsletter</p> <p>Governor Recruitment – With MF stepping down from being a governor at the end of 2024-25, in September the LGB would have a vacancy for one FD parent and one trust appointed governor. Action: Election for one FD parent to take place at start of Autumn term</p> <p>Governor Visits – This had already been discussed within Item 7.</p> <p>Training – SH asked all governors to please attend the LGB on 16 October if possible as there would be governor safeguarding training.</p> <p>Skills Audit Summary – A separate document titled ‘FD.MPA Skills Audit Matrix LGB 05.06.25’ was distributed prior to the meeting and from governor responses, it was agreed the LGB had a balanced knowledge of all governance matters.</p>	<p>XC,DV</p> <p>ET,SH</p>
11.	<p>Standing Items</p> <p>Trust Matters – There was nothing to report.</p> <p>Safeguarding – JB had agreed to be safeguarding governor for FD from 2025-26.</p> <p>Staff Wellbeing – RB advised she had received comments from staff wishing to thank Mr Parker for his work around organising sporting events in both schools. ET advised at a previous LGB, there had been a suggestion of a staff pulse survey – she had since written one which would be completed on a regular basis to allow data and responses to be discussed at governor meetings. A governor queried if there would be a staff end of year social event? ET advised there would be a garden party at MPA on 23 July.</p> <p>Staff Update – There was nothing to report.</p>	
12.	<p>Any Other Business</p> <p>Pavement between Musgrave Way and Fen Ditton Primary School – It was noted children at FD had been requested not to touch the Hemlock that was growing alongside the footpath between Musgrave Way and the school.</p> <p>INSET Days – ET advised there would be three INSET days over Monday 01 to Wednesday 03 September and governors would be welcome to attend on Monday 01 September (am). Action: Governors to inform ET if able to attend INSET day on 01.09.25 (am)</p> <p>Lettings – A governor queried if there were any lettings at MPA? ET advised lettings would be priced in two Tiers (community and business) and the school would only consider regular and not ad-hoc bookings. LD suggested if ET prepared a paragraph on lettings, this could be forwarded for inclusion in the online Horningsea Herald publication which Chris Lindley managed.</p> <p>Local Events – A governor advised Horningsea would be holding a village day on 05 July, Marleigh’s would be on 19 July and a date was to be confirmed for Fen Ditton’s.</p>	<p>All</p>

	Goodbye to MF – On behalf of governors, DV thanked MF for her contribution whilst a governor especially leading on safeguarding. MF then thanked staff and governors and wished everyone the best for 2025-26.	
13.	Review of Meeting This was not discussed.	
14.	Date of next meetings LGB1 – Thursday 16 October (at FD) Governor Working Group – Thursday 06 November (online) LGB2 – Thursday 20 November (at MPA)	
	Meeting closed at 8.00pm	